




Highway Department

Telephone: 701-298-2370
Fax: 701-298-2395

MEMORANDUM

TO: Cass County Commission

FROM: Jason Benson, County Engineer ^{FOR:} 

DATE: December 6, 2023

SUBJECT: Consent Agenda Item for December 18, 2023, Commission Meeting:
Carryover of Annual Leave

Cass County Annual Leave Policy 303 required employees to use all annual leave over 240 hours by January 15th of each year. However, there is an exception made for extreme hardship or emergency on the carryover balance, if approved by the County Commission.

Mr. Brian Busta is taking leave over the Christmas holidays, but he has some critical right of way work to complete by mid-January that precludes him from getting his leave balance below 240 hours by January 15th. Mr. Busta is already planning to use these 56 hours on a vacation from January 25th – February 2nd.

I am requesting the commission allow the exception outlined in the policy manual for Brian Busta to carry these hours over to 2024.

SUGGESTED MOTION:

Move to approve the additional carryover of the annual leave balance for Brian Busta based on the exception allowed in the Cass County Employee Handbook, Section 303.